

20 SEP 1976

Mr. Walter W. Stender  
Assistant Archivist for Federal  
Records Centers  
General Services Administration  
National Archives and Records Service  
Washington, D.C. 20403

Dear Mr. Stender:

This will acknowledge receipt of your letter of 7 September requesting an update of the Agency's compliance with various FPMR bulletins relating to records disposition and the initiatives we have taken to control the volume of records and the costs of records storage.

The Agency has underway an extensive program working toward full compliance with FPMR bulletins 49 and 62. It is our intention to have all Agency records, including those falling under General Records Schedules, covered by records control schedules completed and submitted to NARS by 31 December 1976. Nine such schedules have already been submitted for approval and the remaining 13 are well along in the processing cycle.

It has always been part of CIA's records management program to review schedules to ensure that all records have specified retention periods, to reduce where possible the retention periods of temporary records, and to update the schedules when organizational changes occur. Some Agency initiatives which have resulted in a reduction of the volume of records created has been a stringent review of Agency forms that resulted in a reduction of 12% of total Agency forms. An on-going vigorous copy machine management program resulted in fewer copying machines as well as a reduction in the number of copies being made. Other classified Agency initiatives have already been forwarded to the Office of Management and Budget as part of the Presidential Management Initiatives in accordance with existing understandings between our two agencies.

Sincerely,

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Associate Records Management Officer

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